NORTHERN NEVADA ADULT MENTAL HEALTH POLICY AND PROCEDURE DIRECTIVE

SUBJECT:	T: APPOINTING AUTHORITY AND DESIGNEES FOR PERSONEL TRANSACTIONS	
NUMBER:	NN-HR-49	Page 1 of 5
ORIGINAL D	DATE: 6/17/10	
REVIEW/REVISE DATE:		
	: Rosalyne Reynolds s}, Agency Director	
I.	PURPOSE: The purpose of this policy is to delineate who will be concepted and Designee for specific Personn	onsidered the
II.	POLICY: It is the policy of Northern Nevada Adult Mental Health Services (NNAMHS) to ensure a system of checks and balances in Personnel Transactions with a final review by the Appointing Authority and/or Designee.	
III.	REFERENCES NAC 284.022-"Appointing authority" defined.	

IV. DEFINITIONS

"Appointing authority means an official, board or commission having the legal authority to make appointments to positions in the state service, or a person to whom the authority has been delegated by the official, board or commission.

IV. PROCEDURES

- A. The Appointing Authority at NNAMHS is the Agency Director.
- B. Recruiting
 - 1. Justifications to Fill-Signed by the Agency Director; in the Agency Director's absence the Director's designee will act as signer.
 - Certification Lists-The "Person making appointment" is the supervisor of the employee and the "Appointing Authority" is the Agency Director; in the Agency Director's absence the Director's designee will act as signer.
 - NPD-04, Request to Accelerate Salary- Signed by the Agency Director; in the Agency Director's absence the Director's designee will act as signer.
 - 4. Approval to Hire- Signed by the Agency Director; in the Agency Director's absence the Director's designee will act as signer.
 - 5. In positions of prior State employees, the Division Personnel Officer is required to sign. In position grade 40 and above the DHHS Deputy Director of Personnel will also be required to sign.
 - 6. Offer of Employment- The "Employee Offering Position" is the supervisor of the employee and the "Appointing Authority" is the

Agency Director; in the Agency Director's absence the Director's designee will act as signer.

- C. Employee Status Maintenance Transaction (ESMT) -Personnel Actions
 - Certified by the Personnel Technician 3 or the Personnel Analyst
 2.
 - Signed by Agency Director as Appointing Authority or the designee which includes the Personnel Analyst 2, the Personnel Technician 3, the ASO 3 and the Management Analyst 3 and ASO 2.
- D. Orientation and General Paperwork-Signed by supervisors when required and if Appointing Authority is required either the Agency Director or the Appointing Authority designees as follows:
 - Nursing-Director of Nursing Services 2
 - Outpatient Services and Linden Mental Health Center-Director of Community Services / or RN IV.
 - 3. Accounting, Financial Benefits, Purchasing and Facilities-ASO 3
 - 4. Housekeeping-ASO 2
 - 5. Medical Staff-Medical Director
 - Personnel, Health Information Services, Pharmacy, Social Work,
 Administrative Services-Agency Director
- E. Performance Appraisals and Work Performance Standards
 - 1. The "Rater's Signature" will be the supervisor completing the appraisal having direct knowledge of the employee's work.
 - 2. The "Additional Supervisory Review" will be any other supervisor that can attest to the employee's performance that should have input or review of the appraisal.

- 3. The "Appointing Authority" is the Agency Director or designee is as listed in Subsection D.
- 4. If the employee requests a review, the reviewing officer will be those listed in Subsection D as well as the Psychiatric Nurse 4 for the Medication Clinic, the Director of Social Work and the Clinical Program Manager 1, Service Coordinator but will not be affiliated with the department the employee is working.

F. Corrective Actions

- Oral Warnings and Written Warnings: Signed by the supervisor after consultation with the appointing authority designee as listed in Subsection D.
- 2. Written Reprimands: Signed by the supervisor and the appointing authority designee as listed in Subsection D after consultation and review by the Agency Director. These will need to be reviewed and approved by both the Division Personnel Officer and the Deputy Attorney General for MHDS.
- Suspensions, Demotions and Dismissals: the "Person Recommending the Action" will be the Agency Director who will sign in the appropriate areas; in the Agency Director's absence the Director's designee will act as signer.
- 4. The "Signature of Appointing Authority or Designated Representative" under the hearing information will be the hearing officer empowered to hear testimony and make recommendations regarding the disciplinary action. Individuals listed as hearing officers will be those listed in Subsection D as well as the Psychiatric Nurse 4 for the Medication Clinic, the Director of Social Work and the Clinical Program Manager 1, Service Coordinator but will not be affiliated with the department

the employee is working. These will need to be reviewed and approved by the Division Personnel Officer, the Deputy Attorney General for MHDS and the DHHS Deputy Director of Personnel.

G. FMLA and Medical Related Paperwork

- NPD 62 (Notice of Eligibility) and initial paperwork-Signed by the Personnel Technician 3 or the Personnel Analyst.
- NPD 63 (Designation)-Signed by the Agency Director; in the Agency Director's absence the Director's designee will act as signer.
- Specific correspondence regarding FMLA-Signed by the Agency Director; in the Agency Director's absence the Director's designee will act as signer.

H. Catastrophic Leave

 The Agency Director will be the Appointing Authority for all Catastrophic Leave documentation; in the Agency Director's absence the Director's designee will act as signer.

I. General Correspondence

1. Reassignment of Work Location, Light Duty, etc. will be signed by the Appointing Authority designee listed in Subsection D.